



WELCOME TO
THE

TRANSITION
ASSISTANCE
PROGRAM



DOD, Dept. of Veteran Affairs, Dept. of
Labor, State Employment Security
Offices

WORKSHOP ADMINISTRATION

- Breaks
- Meals
- Dress
- Participation
- Attendance



Did you know?

Even when unemployment is high, it is estimated that at least one million job openings exist nationally at any given time.

Richard Bolles
"What Color is Your Parachute?"

Did you Sign in?

- Sheet on back table
- Proper Code by your Name?
- Is Your Entry Legible?



WORKSHOP ADMINISTRATION

DOL/State of AL

Bill Richards

DOD/Maxwell

John Harris

Jerry Bupp

Veteran Affairs

Mike Vaughn

Eve Welch

Kimberly Cooper



COURSE OVERVIEW

- Personal Appraisal
- Career Exploration
- Strategies for an Effective Job Search
- Interviews
- Reviewing Job Offers
- Support and Assistance

SECTION 1.1

Objective:

- Recognize the importance of developing a stress reduction plan





WHAT IS STRESS?

“A mismatch between the demands in our lives, and the resources we have available to deal with those demands.”





STRESS AS A PART OF LIVING

- Is a normal part of our lives
- It may be positive or negative
- We can't avoid stress

**Stress is any change
that you must adjust
to...**

COPING WITH STRESS

- Develop and maintain a plan to manage the effects of stress



- Seek professional assistance if needed

A vertical American flag is positioned on the left side of the slide, showing the stars and stripes.

SECTIONS 1.2-1.4

Objectives:

- Gather the information and records you need in order to create a resume, fill out a job application, and prepare for a job interview
- Deal effectively with the strengths and challenges arising from military experience
- Identify your transferable skills that can be used in a variety of



TYPES OF RECORDS

MILITARY SERVICE

- Separation Papers – DD Form 214

(Copy 4),

DD Form 295 - LES

- Training Record
- Honors and Awards
- DD Form 2586 – Verification of

Military Experience and (see p. 5)

TYPES OF RECORDS

PERSONAL IDENTIFICATION

- Birth Certificate
- Proof of Citizenship
- Social Security Card
- Passport (current)
- Photo ID

(see p. 5)



TYPES OF RECORDS

WORK EXPERIENCE

- Work History (job titles, dates, duties, accomplishments, employers)
- Work Samples
- Honors and Citations
- Community Activities
- Salary History

(see p. 5)



TYPES OF RECORDS

EDUCATION AND TRAINING

- Transcripts
- Diplomas/Certificates
- Honors
- Activities List
- Licenses
- Certifications

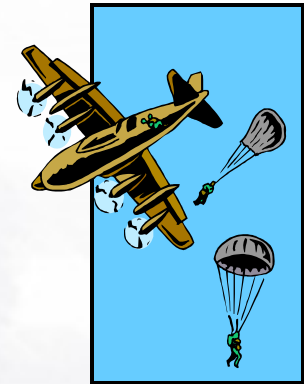
(see p. 5)

MASTER APPLICATION

❑ Screen You Out

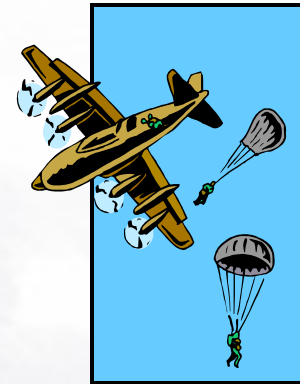
❑ Examples

- Mercedes
- Home Depot
- Hyundai



MASTER APPLICATION

- ☐ Personal Information
- ☐ Education and Training
- ☐ Special Skills
- ☐ Military Service
- ☐ Work Experience
- ☐ Other Information





Did you know?

87% of all applications received by employers are not filled out correctly; and they are generally filed in a wastebasket.

Debbie
Featherston
Jist Works



MASTER APPLICATION

“DO”

- ☐ Be Prepared
- ☐ Read & Follow Directions
- ☐ Be Neat and Legible
- ☐ Answer ALL Questions / Use “N/A”
- ☐ Be Honest
- ☐ Line Through Mistakes
- ☐ Use Proper Grammar & Spelling



MASTER APPLICATION

“DON’T”

- ❑ Say “See Resume”
- ❑ Use The Words “Retired” or “Fired”
- ❑ Exceed Allotted Space
- ❑ Position Desired: Never Say “Any”
- ❑ Guess At Salary:
 - ⇒ do research for a range
 - ⇒ say “open” or “negotiable”



VETERAN'S EMPLOYMENT

STRENGTHS:

- ☐ Leadership
- ☐ Discipline
- ☐ Training
- ☐ Accountability/Recordkeeping
- ☐ Teamwork
- ☐ Work with diverse groups
- ☐ Work under pressure



VETERAN'S EMPLOYMENT

STRENGTHS:

- ☐ Plan Systematically
- ☐ Safety
- ☐ Follow Directions
- ☐ Drug Free
- ☐ Maturity
- ☐ Security Clearance



VETERAN'S EMPLOYMENT

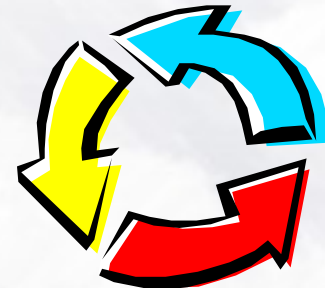
STRENGTHS:

- ☐ Initiative
- ☐ Problem Solving
- ☐ Minimum Need For Supervision

VETERAN'S EMPLOYMENT

CHALLENGES:

- ☐ Communications
- ☐ Stereotypes
- ☐ Unrealistic Expectations
- ☐ Credentials





SECTION 1.4

OBJECTIVE:

- ☐ Identify Your Transferable Skills
- ☐ Learn How to Describe in Civilian Terms



TRANSFERABLE SKILLS

- ☐ All Are Transferable
- ☐ Write Them Down
- ☐ TAP Manual pg. 18 -
Exercise



Did you know?

“Forty-two percent of all job openings remain unfilled because an employer cannot find a qualified applicant.”

Richard Bolles

“What Color is Your Parachute?”



SECTIONS 1.5-1.6

Objectives:

- Identify your work-related values
- Determine your personal preferences
- Explain why your work-related values and preferences are important in making job decisions



Did you know?

**Half of all present
jobs will not exist in
10 to 15 years.**



Did you know?

The 10 largest corporations in the United States employ less than 2% of the total population.



Did you know?

**The average length
of time a person is
idle between jobs in
America is 17 weeks.**

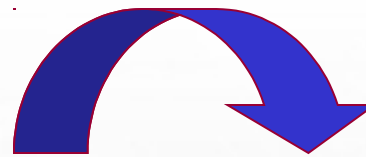
**The trained job
seeker is successful
in**

5

SECTIONS 2.1-2.2

Objectives:

- Identify and research career possibilities



- Determine your financial needs as a way of estimating your salary requirements

CAREER RESEARCH

By Matching:
Work Preference
Financial Needs
Transferable Skills
You Get
Satisfaction

```
graph TD; A[By Matching:  
Work Preference  
Financial Needs  
Transferable Skills] --> B[You Get Satisfaction];
```

The diagram illustrates the process of career research. It starts with a list of factors: 'By Matching: Work Preference', 'Financial Needs', and 'Transferable Skills'. These factors lead to the outcome 'You Get Satisfaction'. Three arrows point from the factors to the outcome: one from 'Work Preference', one from 'Financial Needs', and one from 'Transferable Skills'.



Career Research

COLD CALLING

- ✓ Research the company
- ✓ Smile on the phone
- ✓ Have a script
- ✓ Persist
- ✓ Keep Records



Nervous?
Awkward?



BUDGET / FINANCIAL PLANNING

✓ Months Without Income?

- Part Time Work
- Spouse Income
- Unemployment

Compensation

- Savings

(see pp. 34-35)

SECTIONS 3.1-3.2

Objectives:

- ✓ Set Personal Goals
- ✓ Get Organized
- ✓ Have a Schedule

TYPES OF GOALS

- ✓ Short-Range
- ✓ Intermediate-Range
- ✓ Long-Range





EMPLOYMENT GOALS

Employment goals need to
be

SMART:

Specific

Measurable

Adaptable

Realistic

Trackable



SECTIONS 3.3-3.7

Objectives:

- Plan an effective job search
- Understand how to conduct company research
- Learn about job assistance resources
- Understand how to begin using the internet as part of the job search process
- Analyze job announcements and ads for critical information



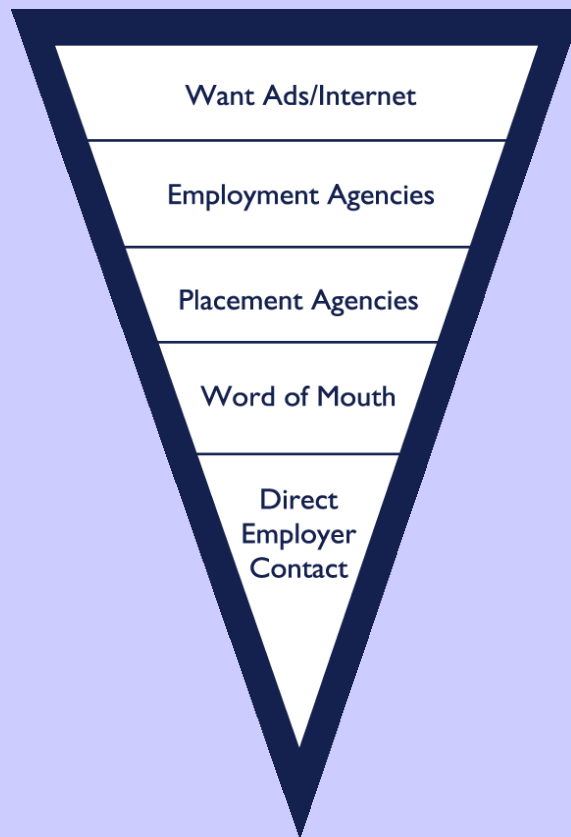
“Quote/Unquote”

***“The job market is not an organized system.
It is disorganized chaos.”***

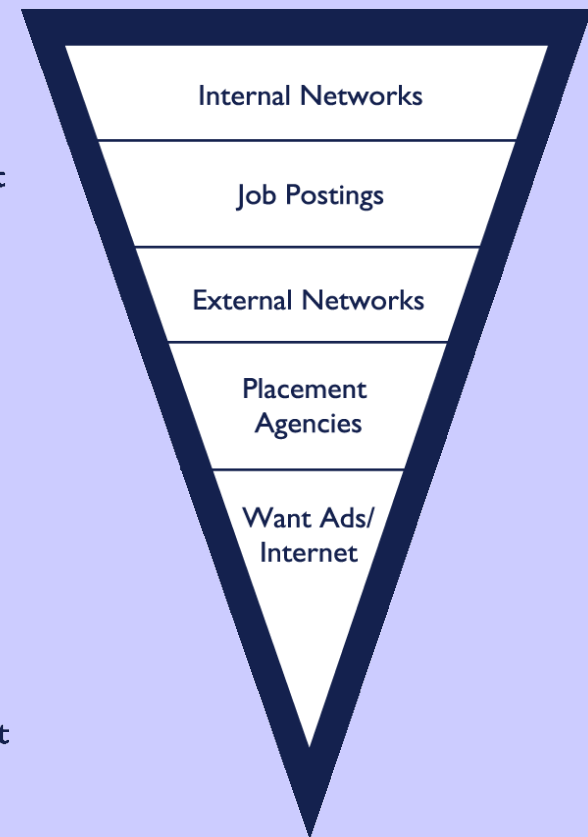
Richard Lathrop
“Who’s Hiring Who”

LOOKING FOR WORK

How People Look for Work



How Employers Look for Applicants



Most

Least



Did you know?

Eighty-five percent of all job openings are not advertised, posted, or otherwise made available for the general public.

J. Michael Farr
Jist Works, Inc.



NETWORKING





NETWORKING

1. Establish a network
2. Make personal contacts
3. ***PERSIST***
4. Schedule your time
5. Keep records



“Quote/Unquote”

***“One personal contact
is worth 100 resumes.”***

Joyce Lain Kennedy
Executive Editor
“Career World”

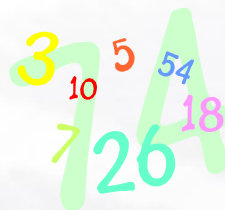
JOB SEARCH ASSISTANCE

1. Internet
2. State Employment Office
(AKA: Labor Dept, Job Service,
Career link)
3. State Veteran Employment Representatives
4. Vocational Rehabilitation and Employment



JOB SEARCH ASSISTANCE

5. Private Employment Services
6. College/School Placement Agencies
7. Military and Professional Associations and Organizations



JOB SEARCH ASSISTANCE

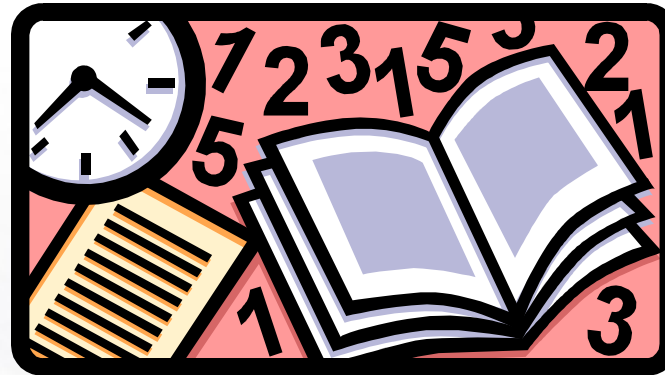
8. Telephone Directory Yellow Pages, Industry Directory
9. Industrial and Craft Unions
10. Job Fairs
11. Transition Offices
12. Chambers of Commerce



SECTIONS 4.1-4.2

Objectives:

- Prepare for interviews



- Prepare to take employment tests as part of the interview process



Did you know?

It's not always the person who has the best skills and experience that gets hired.

Tom Jackson

"Guerilla Tactics in the Job Market"

INTERVIEW TYPES

☐ Screening (Telephone or In-Person)

☐ Selection:

- Individual
- Panel
- Stress



Did you know?

In the first four to seven minutes of an interview, the employer has already made a hiring decision.

Richard Gaither,
Job Search Consultant

INTERVIEW STAGES



1

Introductory Stage



2

Employer Questions



3

Applicant Questions



4

Closing Stage

EMPLOYMENT TESTS



1

Personality
(40% of Fortune
500)



2

Functional:

- Follow Directions
- Analyze
- Reason



**Did you
know?**

**37% of the people who
ask for something get
it.**

**100% of the people who
don't ask, don't get
what they want.**

**Richard Gaither
Job Search
Consultant**

SECTIONS 4.3-4.4

Objectives:

- Prepare a personal 30-second commercial "Homework"
- Prepare for the interview



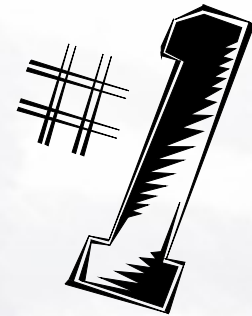
INTERVIEW TIPS

- ◆ Be prepared
- ◆ Be punctual
- ◆ Look good
- ◆ Watch your body language
- ◆ Carry a portfolio
- ◆ Be enthusiastic
- ◆ Say thank you
- ◆ Smile

SECTION 4.5

Objectives:

- Learn how to dress appropriately for a job interview





REMEMBER!

First impressions are

Lasting impressions.

SECTIONS 4.6-4.7

Objectives:

- Sharpen listening skills



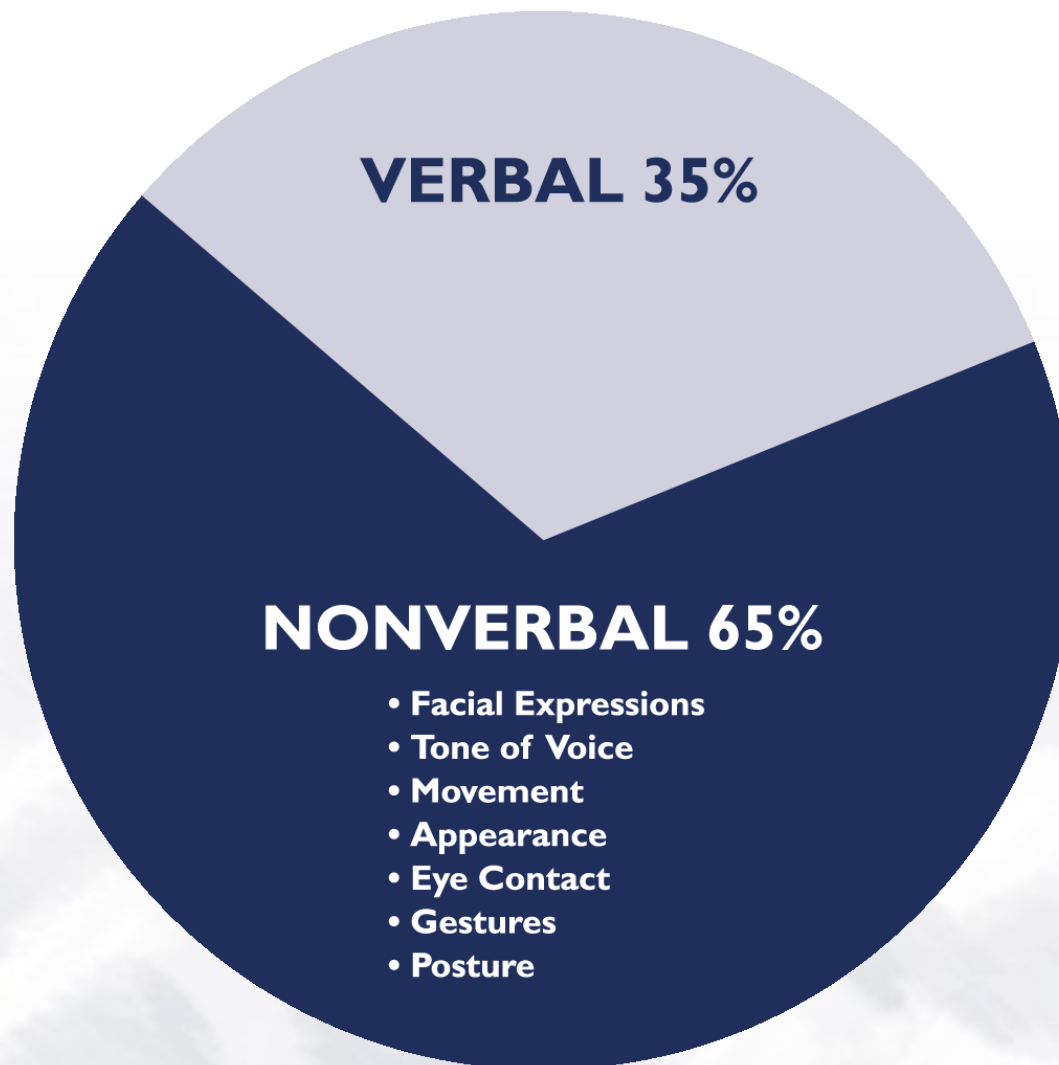
- Interpret body language



SHARPEN LISTENING SKILLS

- ✓ Control distractions
- ✓ Use nonverbal signals
- ✓ Paraphrase
- ✓ Focus on key words
- ✓ Ask clarifying questions
- ✓ Take notes

THE WAY WE COMMUNICATE



SECTIONS 4.8-4.9

Objectives:

- Prepare to answer employer questions



- Prepare questions to ask of employers



Did you know?

Nine out of ten job seekers remain unemployed because they can't answer problem interview questions.

J. Michael Farr
"The Work Book"



YOUR ANSWERS SHOULD:

- 1 Be brief
- 2 Use examples
- 3 Show thought
- 4 Make
- 5 connections
Tell how you
work



SECTIONS 4.10-4.11

Objectives:

- Evaluate interviews
- Write thank you letters as a follow-up to an interview
- Analyze a rejection subsequent to an interview



WHY DIDN'T YOU GET A JOB?

SOMETIMES THE COMPANY:

- Hires from within
- Hires a more experienced applicant
- Does not hire



WHY DIDN'T YOU GET A JOB?

SOMETIMES YOU:

- Are over-qualified
- Have a conflicting work style

WHAT WENT WRONG?

PERSONAL PRESENTATION:

- Appearance
- Handshake
- Tone of voice
- Speech/grammar

WHAT WENT WRONG?

PERSONAL PRESENTATION:

- Language
- Late or rushed
- Aggressive
- Lack of confidence, courtesy or enthusiasm

WHAT WENT WRONG?

PERSONAL ATTRIBUTES AND VALUES:

- Lack of goals
- Focus on short term
- Cynical or defensive attitude
- Lack of interest in company or position
- Unpleasant **attitude**

WHAT WENT WRONG?

INTERVIEW SKILLS:

- Poor eye contact or body language
- Focus on money
- Evasive answers
- Negative responses
- Lack of preparation



SECTIONS 5.1-5.3

Objectives:

- Evaluate job offers
- Negotiate terms of employment
- Effectively communicate decisions to employers



NEGOTIATING TIPS

- 1 Be serious about issues
- 2 Research issues to support position
- 3 Remember salary usually
does not include
benefits
- 4 Be prepared to negotiate



BENEFITS

- ✓ **Vacation**
- ✓ **Health Insurance**
- ✓ **Sick Leave**
- ✓ **Life Insurance**
- ✓ **Savings / Profit Sharing**
- ✓ **Pension Plan**



BENEFITS

- ✓ **Full or Partial Relocation**

Allowance

- ✓ **Full or Partial Reimbursement for Education Expenses**

- ✓ **Financial or Legal Counseling**

- ✓ **Child Care**

- ✓ **Computer**

- ✓ **Expense Account**



BENEFITS

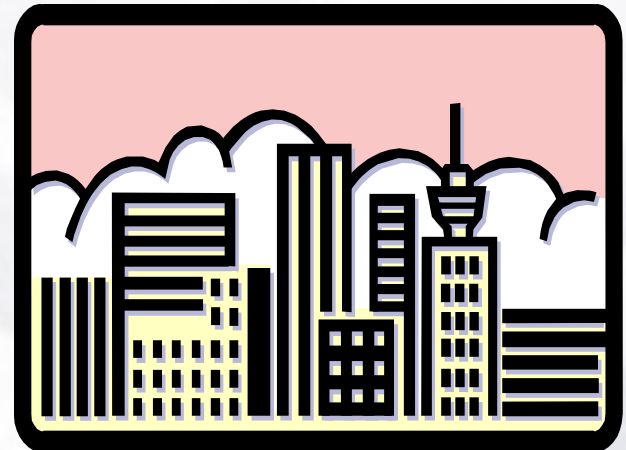
- ✓ **Flex Time**
- ✓ **Telecommuting**
- ✓ **Cellular Phone**
- ✓ **Bonuses**
- ✓ **Flexible Spending Accounts**
- ✓ **Paid Phone Bill, Calling**

Card

- ✓ **Cars Provided for Executives, Sales People or Managers Who**

PUBLIC SECTOR JOBS

- ✓ **City / County**
- ✓ **State**
- ✓ **Federal**





CITY / COUNTY / STATE

☐ **Web Site**

- **Announcements**
- **Application**

☐ **Testing & Registers**

☐ **Salary & Benefits**

☐ **Vet Preference (State Only)**



FEDERAL JOBS

- ✓ **Web Site**
- ✓ **Excepted Service Agencies**
- ✓ **VRA**
- ✓ **Application**
- ✓ **Vet Preference**
- ✓ **VEOA**



CIVIL SERVICE

EXCEPTED SERVICE AGENCIES

- ✓ **Judicial**
- ✓ **Legislative**
- ✓ **Federal Reserve**
- ✓ **CIA**
- ✓ **State Department**
- ✓ **FBI (37 1/2)**
- ✓ **Public**
- ✓ **International Orgs.**

(SEE VET GUIDE)



CIVIL SERVICE

EXCEPTED SERVICE AGENCIES

- ✓ **International Agency for Development**
- ✓ **NSA**
- ✓ **Nuclear Regulatory Comm**
- ✓ **Postal Service**
- ✓ **TVA**
- ✓ **GAO**
- ✓ **VA (Health Professionals)**



VRA

VETERANS RECRUITMENT APPOINTMENT

PL 07-288



(SEE VET GUIDE)

VRA

- ✓ **Non Competitive Appointment**
- ✓ **Up through GS-11**
- ✓ **2-Year Appointment (VA \$)**
- ✓ **Career / Career Conditional**
- ✓ **Not Always Advertised**



VRA ELIGIBILITY

- ✓ **Disabled Veteran or Served During War: or**
- ✓ **Campaign or Expeditionary Badge Authorized: or**
- ✓ **Armed Forces Service Medal Awarded: or**
- ✓ **Within 3 years after last separation: and**

(SEE VET GUIDE)

✓ **If less than 15 years ed**



APPLYING FOR FEDERAL JOBS?

✓ **Confusing ?**

✓ **Time Consuming?**



✓ **Yes, But.....**



FEDERAL APPLICATIONS

- ✓ **Retiree: 180 Day Wait DOD ONLY**
- ✓ **On Line -- OR- OF 612 & KSA's**
- ✓ **VA Preference Letter**
- ✓ **DD 214 (copy 4)**
- ✓ **OF 306**



CIVIL SERVICE VETERAN PREFERENCE

- ✓ **Honorable or General Discharge**
- ✓ **O-4 and above -- only if disabled**
- ✓ **5 points -- based on period served**
- ✓ **10 points -- based on disability**

(SEE VET



CIVIL SERVICE VETERAN PREFERENCE

5 POINTS

- ✓ **Declared war, or**
- ✓ **April '52--July '55, or**
- ✓ **January '55--October '76 (6 months),**
- ✓ **August '90--January '92 (24 months),**
or
- ✓ **Campaign/Expedition w/medal
authorized**



CIVIL SERVICE VETERAN PREFERENCE

10 POINTS

✓ **10% or more**

SCD/compensation

✓ **Purple Heart**

✓ **Derived Preference (mother,
spouse,
widow, widower)**

(SEE VET GUIDE)



SPECIAL PROVISIONS

- ✓ **10% or more SCD--Apply Anytime**
 - ✓ **Add to a register (even if closed)**
 - ✓ **Refer on a certificate**
- ✓ **30% or more SCD**
 - ✓ **OPM must approve a “pass over”**
 - ✓ **Written notification**



VEOA

OPENS JOBS TO VETS WHO ARE NOT STATUS CANDIDATES:

- ✓ **Honorably Separated**
- ✓ **Preference Eligible--or--3
years
Active Service**
- ✓ **No Vet Preference in**

(SEE VET GUIDE)